

29 December 1959

D-R-A-F-1

[REDACTED]mc

25X1A9a
[REDACTED]

25X1A9a

Career Service Comments (Section E)
Career Preference Outline

The Career Service Board has noted [REDACTED] 25X1A9a career
interests and training objectives. The course in World Geography and
an OTR course in Intelligence Research (Maps) should enable [REDACTED] 25X1A9a
to take on increased responsibilities that would help to accomplish her
desired long-range goal of work in a research-type activity having
liaison opportunities.

CAREER PREFERENCE OUTLINE

Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervising Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

1. NAME (Last-First-Middle) 25X1A9a		2. DATE OF BIRTH 7 Nov. 1933	3. SERVICE DESIGNATION 2A
4. ORGANIZATIONAL TITLE None	5. POSITION TITLE Intelligence Assistant	7. OCCUPATIONAL CODE 0301.28	8. OFFICE OF ASSIGNMENT 000/2/00/1

9. CAREER INTERESTS
10. GENERAL TYPE OF ACTIVITY

Intelligence Assistant, Administrative Assistant, or Girl Friday Type of Duties.

11. SPECIFIC TYPE OF ACTIVITY (Including assignments)
A. IMMEDIATE (Within next 1 to 2 years)

My current position is satisfactory.

B. LONG-RANGE (Within next 3 to 5 years)

My current position, with broadened knowledge of the area or the possibility of working in Personnel, with the aspect of meeting and working with more people on a greater volume and assuming more responsibility. I above all do not want to become stagnant.

12. TRAINING
C. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING
A. IMMEDIATE (Within next 1 to 2 years)

The OER course in World Geography.

B. LONG-RANGE (Within next 3 to 5 years)

13. ADDITIONAL COMMENTS

I HEREBY STATE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

14. SIGNATURE OF EMPLOYEE

25X1A9a

I concur in [REDACTED] career interests. Since her entrance on duty in this Branch her time has necessarily been taken up with clerical duties, such as a long-overdue reorganization of files and the handling of an ever-increasing load of paper work. Her performance of these duties has been most satisfactory. It is hoped that in the future she will have more time to devote to professional-type jobs.

RELATIVE TO TRAINING FOR EMPLOYEE

The OTR course in World Geography, together with the Map Reading course which she has already taken, will provide good background for the professional aspects of [REDACTED] work.

25X1A9a

TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18 SIGNATURE

20 DATE

Chief, M/R

10 June 1959

DATE

FOR USE OF CAREER SERVICE

REMARKS

TYPED OR PRINTED NAME

21 SIGNATURE

22 DATE

LEAVE BLANK

SECRET

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

25X1A9a

COMMENTS BY CHIEF (Division of State)

I endorse the Branch Chief's remarks although the JTR course in world geography may be too elementary for [redacted] needs.

25X1A9a

25X1A9a

14 June 1954

REMARKS BY ASST. CHIEF (When Applicable)

Division of State

25X1A9a

SIGNATURE